

INFORMATION EXCHANGE

June 2000

Resources for Workforce Development Programs

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This Just In ...



WIA Programs To Begin!

SACRAMENTO, CA - July 1, 2000 brings the long-awaited commencement of the Workforce Investment Act (WIA). And the good news is - the Employment Training Network (ETN) will be there to assist with your WIA program needs!

The ETN can furnish your agency with a list of professional consultants who will help you with all aspects of WIA implementation - from managing change during these transitional times to technical information on program operation. The ETN also provides financial assistance in obtaining consultants.

And there's more to the story - the ETN library contains up-to-date publications on over 150 topics - all available for loan to help with successful operation of your workforce development programs! (See Page 6 for a listing of our latest items.)

This announcement has been brought to you by the friendly folks at the ETN. Call them today at (916) 654-8896 and stay tuned for further information!

Workforce Development Update

WIA Training On the Way!

The Capacity Building Unit (CBU) of the Employment Development Department (EDD) Workforce Investment Division (WID) is developing a series of Workforce Investment Act (WIA) training workshops, scheduled to debut in late June 2000. The workshops, designed specifically for case managers and frontline staff, will include information on the Eligible Training Provider List (ETPL), Individual Training Account (ITA), and WIA forms including the Application/Registration, Enrollment, Goals, Exit and Follow-Up forms and how these forms relate to the WIA Performance Standards.

This WIA training is designed to be presented in a forum setting for groups of approximately 100 people, with several workshops presented concurrently and repeated to allow all participants to attend sessions of their choice.

The CBU has recently conducted a highly successful series of forums and workshops focused on Working with Special Populations, such as clients with Physical and Learning Disabilities, Mental Health, Substance Abuse, Domestic Violence and Non-Custodial Parent issues. This popular series will take a vacation for the summer so the trainers can introduce the WIA training to California's Workforce Investment partners.

The CBU invites local areas interested in hosting a WIA training forum to telephone Michelle Haakenson at (916) 654-9815 for more information.

CalWORKs Satellite Teleconference

The California Institute for Mental Health (CIMH) CalWORKs Project is presenting a satellite teleconference, *The Faces and Voices of CalWORKs*, on Wednesday, June 28, 2000, 1:00 p.m. to 4:00 p.m. This broadcast will feature highlights from the first report on the CalWORKs research study of mental health, alcohol and other drugs, and domestic violence issues of 880 TANF recipients over a two year period. Please contact your local County Mental Health Director's Office, as they are responsible for hosting the down-link site and forwarding information for this broadcast. For more information, please visit the CIMH web site at www.cimh.org. (See Page 4 for related article.)

Mark Your Calendars!

Service Delivery Area (SDA) Quarterly Meeting
Sacramento-June 2, 2000

Contact: Jim Scholl (916) 657-4610

John Chamberlin & California Workforce
Association (CWA) - *Managing Under WIA and
Individual Training Accounts (ITA)/Skills Grants*
Fresno-June 7-8, 2000

Phone: (916) 325-1615 or visit
www.calworkforce.org

Manpower Demonstration Research Corporation
(MDRC) & California Workforce Association
(CWA) - *Lessons from the Field 2000*

Los Angeles-June 7, 2000

Sacramento-June 8, 2000

Phone - (916) 325-1615 or visit
www.calworkforce.org

2000 California Community Economic Develop-
ment Association (CCEDA) Annual Conference -
Public Policy and Funding Symposium

Sacramento-June 11-13, 2000

Phone - Northern CA Office: (510) 251-8065
Southern CA Office: (213) 353-1676
or visit www.cceda.com

The 2000 Malcolm Baldrige National Quality
Award Regional Conference

San Francisco-June 21, 2000

Phone: (212) 339-0345 or visit
www.workforce-excellence.net

Ralph Kraus - *Working with the Hostile and
Resistant Client*

Hollywood-July 10-11, 2000

Phone: (330) 492-1920 or visit
doleta.wdsc.org/doleta/newcal

California Workforce Association (CWA) -
Meeting of the Minds in Monterey (M3)

Monterey-September 5-7, 2000

Phone: (916) 325-1615 or visit
www.calworkforce.org

Local Area Designations, Transitional Funding and Formula Allocations Announced

Local Area Designations and Transitional Funding

In an April 18, 2000 press release, Governor Gray Davis announced the designation of 51 Local Workforce Investment Areas (LWIA) as required under the federal Workforce Investment Act of 1998 (WIA). The Governor also announced the delivery of \$5.7 million in JTPA transitional funding to begin implementation of the WIA in California. The WIA replaces the Job Training Partnership Act (JTPA) effective July 1, 2000.

Each LWIA will provide comprehensive One-Stop Career Centers which will integrate education, employment, training programs, and information services. These local One-Stop Centers will be customer driven, easily usable and accessible, and customized to meet the specific needs of local labor markets.

Local Board Certification

The LWIA is required to establish a Local Workforce Investment Board (LWIB) which is responsible, in part, for the development of the local WIA plan and directing the disbursement of WIA funds in the local areas. Each LWIB must be certified for operation by the State. Application and procedures for LWIB Certification were mailed by the California Office of Workforce Investment (COWI) to the 51 designated LWIBs on April 21, 2000. LWIAs must select a Youth Council and submit their applications to COWI by June 1, 2000. Existing non-certified Local Boards or Private Industry Councils unable to meet the July 1 implementation date must adhere to further criteria stated in the application for LWIB certification.

Formula Allocations

In a letter dated May 12, 2000, Bill Burke, Chief of the Employment Development Department (EDD) Workforce Investment Division (WID), informed Chief Elected Officials (CEOs) of the formula allocations they will be receiving under WIA for program year 2000-2001.

The letter includes a listing of the amounts going to each LWIA for operation of adult, economically disadvantaged youth and dislocated worker job training programs as well as an explanation of how the amounts were determined.

In other developments...

The WIA requires states to establish a list of providers who are eligible to receive WIA funds for training services provided to adults and dislocated workers. A draft directive setting forth policy and procedures for establishing and operating the Eligible Training Provider List (ETPL) in California was released on May 22, 2000 by the WID. Comments on this draft are required to be submitted to the WID by June 15, 2000.

A draft of the *State of California Consultation Paper on WIA Performance Measures* was recently released for review and comment. The purpose of the paper is to provide assistance in establishing performance goals for the first three years of WIA implementation. Comments must be submitted to the WID by June 18, 2000.

For complete information on all topics addressed in this article please visit: calwia.org/whats_new.tpl. You may also visit other WIA related websites including: www.edd.cahwnet.gov/wiaind.htm; usworkforce.org; and calworkforce.org.

JTPA

The Job Training Partnership Act Honored and Valued

On June 30, 2000, the Job Training Partnership Act (JTPA) will pass into history. Its 17 year tenure as the nation's primary job training program was marked by innumerable successes.

This is evidenced by the fact that many of its tenants, values, and lessons are embodied in its successor, the Workforce Investment Act (WIA) effective July 1, 2000. These include a major focus on private sector involvement, establishment of an accountability/performance driven system, and an emphasis on local community needs.

The end of JTPA is not a matter of "throwing out the old" but rather capitalizing on its successes. As we enthusiastically welcome WIA, we bid a fond and respectful farewell to JTPA!

Consultant Teams Provide WtW Technical Assistance

A valuable resource has been established to assist California's County Welfare Departments (CWD) and Service Delivery Areas (SDA) in the full implementation of the Department of Labor Welfare-to-Work (WtW) Grant Program.

The 1999 WtW Amendments, enacted as part of the Consolidated Appropriations Act for Fiscal Year 2000, provide some long awaited changes to the eligibility requirements that will allow a greater number of hard-to-employ individuals to be served throughout the State with WtW Grant funds.

In order to ensure maximum WtW Grant program utilization by the California Work Opportunity and Responsibility to Kids (CalWORKs) participants, and respond to an expanded eligible population, the California Department of Social Services (CDSS) and the Employment Development Department (EDD) have united in an effort to provide broader administrative and program support to local WtW Grant partners.

In this regard, five manager-level CDSS/EDD consultant teams will provide hands-on assistance to local staff, directors and administrators of the WtW Grant program. The teams' initial efforts will focus on facilitating the coordination efforts of multiple partners at the local level and the effective resolution of issues which threaten the success of the program. The teams will also be responsible for ensuring appropriate coordination with other local and State agencies including transportation, education, child care, substance abuse and mental health treatment providers.

Detailed information on the WtW Consultant Team program can be viewed at:

www.edd.cahwnet.gov/wtwinbu.htm

If you have any questions or need additional information please contact Suzanne Nobles, Chief, Employment Bureau, at (916) 654-2137 or Jim Curtis, Division Chief, Research, Evaluation and Demonstration Projects Division, at (916) 654-7799.

CalWORKs Project Releases Six-County Study

The CalWORKs Project, a collaborative effort by The California Institute for Mental Health (CIMH), Children and Family Futures (CFF) and the Family Violence Prevention Fund (FVPF), was established to study the implementation of CalWORKs in California counties. The focus of the project being the identification, referral and delivery of mental health (MH), alcohol and other drugs (AOD), and domestic violence (DV) services to CalWORKs participants when these issues are barriers to employment for the TANF population.

One of the CalWORKs Project's major components is a six-county study that has gathered in-depth information on the delivery of services to CalWORKs participants. The counties included: Alameda, Kern, Los Angeles, Monterey, Shasta and Stanislaus.

The initial Six-County Case Study Report has been completed. The Executive Summary and Survey Results, as well as additional information on resources offered by the CalWORKs Project (See Page 2), may be viewed at: www.cimh.org. Or, you may call Tony Aguilar, Project Manager, at (916) 556-3480.

Mervyn's Community Closet

Mervyn's nationally acclaimed, award winning *Community Closet* recently came to Santa Ana to clothe 64 local women on welfare who are enrolled in job training programs. Its mission was simple: to enhance the marketability of women making the transition from public assistance to the workforce by providing free, brand new clothes that go a long way to improving self-esteem and motivation. The 64 women were selected from five local organizations: Catholic Charities, Salvation Army, YWCA of South Orange County, Cambodian Family and the City of Santa Ana—WORK Center.

The City of Santa Ana—WORK Center was awarded 18 slots (10 slots for Welfare-to-Work program participants and 8 slots for Empowerment Zone residents). It was a very positive experience for all of the women who participated!

For further information contact Bea Gonzalez, Santa Ana—WORK Center at (714) 565-2626.

WIA Youth Component

The Workforce Investment Act: An Overview of Key Youth Provisions

Starting July 1, 2000, WIA replaces the Job Training Partnership Act (JTPA) as the principal source of federal funding for youth and adult employment training programs. Woven into the fabric of WIA are significant implications for young people of working age and for local elected officials. One of the most significant changes is that WIA eliminates stand-alone funding for summer youth employment and consolidates funds into a single block grant for youth. At the same time, WIA gives local workforce investment boards more flexibility in how to spend these dollars.

By requiring local communities to develop a year-round plan to address the employment training needs of economically disadvantaged youth, WIA creates a window of opportunity. Local officials can call for more coordinated, citywide, or regional planning of youth services.

If WIA is to work, youth programs must go beyond simply helping economically disadvantaged youth find jobs. The youth provisions in WIA reflect lessons learned from nearly 30 years of helping young people prepare for careers and lifelong learning. WIA promotes the principles of youth development by including language that calls for services such as mentoring, community service, leadership development, positive peer-centered activities, and long-term follow-up and support.

At the local level, decisions about funding for youth employment programs under WIA will be made by the Workforce Investment Board (WIB), in consultation with the Youth Council and chief local elected officials. The WIBs replace the private industry council (PIC) as the main local decision-making and policy-setting body. While the Governor designates the geographic area that each WIB covers, WIA requires the chief local elected officials to appoint the members of the WIB, the majority of whom must be business leaders.

Under WIA, local workforce investment boards must offer eligible youth, at a minimum, the following programs and services:

- Tutoring, study skills, etc.;
- Alternative school services;

- Summer employment opportunities that integrate academic and occupational learning;
- Paid and unpaid work experiences;
- Occupational skills training;
- Leadership development;
- Support services;
- Adult mentoring;
- Follow-up services for at least 12 months; and
- Comprehensive guidance and counseling.

In addition, the WIBs must spend at least 30 percent of their youth funds on out-of-school youth. (This does not include high school dropouts who are enrolled in an alternative school.)

To keep the focus on youth development, rather than solely job training, each local WIB must establish a Youth Council made up of government, business, and community leaders to develop the youth portion of the local WIA plan.

(From *New Directions*, a publication of the National League of Cities Workforce Development for Poverty Reduction Project, Washington, D.C.)

Worthy Web Sites

Two New Resources for Workforce Investment Boards

Published in February 2000, *Workforce Boards: Excellence in One-Stops Guidebook*, serves as a guide for local workforce boards in creating an atmosphere of quality in the role of overseer of workforce services at the local level. In the context of local workforce boards' roles, this book looks at the Baldrige Criteria, and at some local organizations that are in the forefront of "workforce quality."

Strategic Planning for State and Local Workforce Investment Boards contains training materials that have been developed by the Department of Labor (DOL) Region V and its State and academic partners to support state and local Workforce Investment Boards. Enclosed are both descriptive and presentation materials for an interactive training session that can serve as the starting point for the strategic planning efforts of Boards.

These items can be accessed by visiting DOL's website located at: usworkforce.org/whatsnew.

Check It Out!

The resource materials listed below are available for loan from the ETN library. Please call (916) 654-8386 with your requests.

GRANT WRITING

The Grant Writer's Start-Up Kit, A Beginner's Guide to Grant Proposals, (Video & Workbook) Jossey-Bass Publishers (J1946-AV)

CAREER PLANNING

Kern, Inyo and Mono Counties Occupational Outlook, 1999-2000, California Cooperative Occupational Information System, Employers' Training Resource (J1947)

Tests and Other Assessments: Helping You Make Better Career Decisions, U.S. Department of Labor, Employment and Training Administration (J1948)

WELFARE-TO-WORK

Welfare-to-Work, 4-Part Video Series, Part 1-Getting Started, Part 2-Your Job Is Out There, Part 3-Making A Good Impression, Part 4-Success That Lasts, JIST Publishing, Inc. (J1949-AV)

Jump Start Your Career!, 12-Part Series, #1-Seven Steps to Spark Your Success, #2-Finding Jobs That Fit You, #3-Mastering Job Applications,



#4-Writing Your Resume, #5-Opening Doors to the Hidden Job Market, #6-Succeeding in the Interview, #7-Impressing Your New Employer, #8-Advancing On Your Job, #9-Minding Your Money, #10-Bashing Barriers to Employment, #11-Making Good Choices, #12-Sharing Steps to Successful Customer Service, Curtis & Associates, Inc. (J1950)

Making It On Your Own!, Helping Women Overcome Barriers to Independence, Curtis & Associates, Inc. (J1951)

Communicating Hope for Job Retention & Advancement, (Video) Curtis & Associates, Inc. (J1955-AV)

CONFLICT RESOLUTION

The Manager's Pocket Guide to Dealing with Conflict, HRD Press (J1952)

Don't Take It Personally! The Art of Dealing with Rejection, New Harbinger Publications, Inc. (J1953)

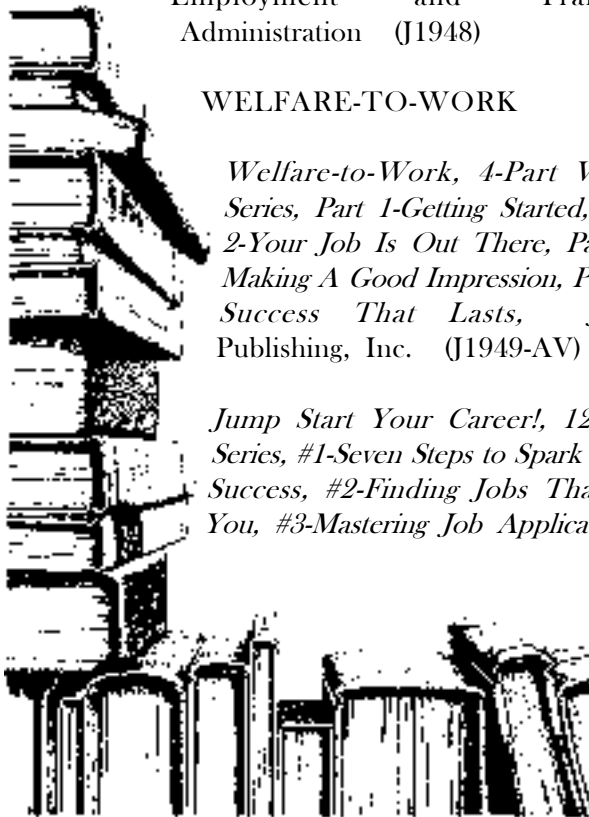
CUSTOMER SERVICE

180 Ways to Walk the Customer Service Talk, The How-To Handbook for Everyone in Your Organization, Walk the Talk Company (J1954)

TIME MANAGEMENT

First Things First, Simon & Schuster (J1958)

Time Management for Unmanageable People, The Guilt-Free Way to Organize, Energize, and Maximize Your Life, Bantam Books (J1959)



INFORMATION EXCHANGE

JUNE 2000

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Friday

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				<div> Service Delivery Area Quarterly Meeting <i>Sacramento-</i> <i>(916) 657-4610</i> </div>
5	6	7	8	9
		<div> John Chamberlin/CWA - WIA Performance Measurement <i>Fresno - (916) 325-1615</i> </div>		
		<div> Manpower Demonstration Research Corp - Lessons From the Field 2000 <i>Los Angeles - (310) 216-5858</i> </div>	<div> Manpower Demonstration Research Corp - Lessons From the Field 2000 <i>Sacramento - (916) 446-0100</i> </div>	
12	13	14	15	16
<div> 2000 California Community Economic Development Assoc. (CCEDA) Annual Confer- ence - Public Policy and Funding Symposium <i>Sacramento - (510) 251-8065</i> </div>				
19	20	21	22	23
		<div> 2000 Malcolm Baldrige National Quality Award Regional Conference <i>San Francisco - (212) 339-0345</i> </div>		
26	27	28	29	30

EMPLOYMENT TRAINING NETWORK
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THE EMPLOYMENT TRAINING NETWORK *Resources for Workforce Development Programs*

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The Employment Training Network is an information dissemination project which provides one-to-one consultations, staff workshops and resources exclusively for California's Job Training Partnership Act (JTPA) and Welfare-to-Work (WtW) programs. Through statewide networking, the Employment Training Network staff is able to offer diverse technical services using consultants in a variety of JTPA and WtW related areas. SDAs/PICs and their contractors may benefit from the following services, free of charge:

- **consultant services** - to enhance staff's skills, knowledge, and motivation
- **program site visits** - staff reimbursement provided for travel expenses
- **resource library** - up-to-date books, manuals and videos in a multitude of topics on loan for three weeks
- **referrals** - to other employment and training programs
- ***Information Exchange* newsletter** - informative newsletter announcing upcoming workshops, new resources, etc.

The Employment Training Network technical assistance services are available upon request to SDA/PIC staff members or contractors operating JTPA and WtW programs. ETN staff: Diane Coad, Project Manager and Janine Cota, Administrative Assistant. **JTPA and WtW funded agencies may receive Employment Training Network services by calling (916) 654-8896.**

EDD is an equal opportunity employer/program.